



Hawk Hill Ready **HEALTH AND SAFETY PLAN**

AS OF AUGUST 10, 2020



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OVERVIEW

Saint Joseph's University continues to be committed to its mission of educating students in the Jesuit tradition of excellence while keeping the community as safe as possible. While much of our campus experience will look different, some things won't change – our care for one another, our formation of students with and for others, and our dedication to our students' rich and deep educational experience.

Saint Joseph's has the ingenuity and agility to meet today's unique challenges. These are extraordinary times, and we are preparing for many scenarios that the pandemic may present. In fact, we call our approach and mindset Hawk Hill Ready. Exhaustive preparation aside, our preference – and that of our students – is to be on campus and in person as much as possible. We believe that a full campus experience enhances the education of the whole person – mind, body and spirit – and accentuates the student-faculty relationship while advancing research, scholarship and creative expression.

With this in mind, we planned a phased and measured return to campus, starting with expanded essential personnel in early June, a small pilot of on-ground summer classes in late June, followed by employees' phased return over the summer, then the balance of our community for an on-ground fall start on Monday, August 24.

This document overlays general health and safety guidance, with government and agency recommendations, and specifies the University's approach to returning to campus for modified in-person campus experience.

It's important to note that this plan serves as a high-level overview to our approach and individual department plans are being developed with more granular detail. All community members should familiarize themselves with the plan and refer back often as conditions and content changes.

Although we can't eliminate all risk of COVID-19 exposure and infection, the Saint Joseph's community can work together to help reduce the risk by staying informed, following all signs and guidelines, and supporting others in following safer hygiene and distancing practices.



OUR GUIDING PRINCIPLES

General health and safety guidance should be followed in all of the [Commonwealth of Pennsylvania's phases for reopening](#), while additional measures will be needed during times of significant community spread.

The Saint Joseph's community embraces our educational mission and a culture of care and wellness for self and others, designed for a safer campus.

- Our approach and commitment to physical distancing, face coverings and other safety measures are grounded in the Jesuit values of care for the individual, care for the community and care for the institution.
- Our mitigation strategy will de-densify common areas as much as possible to allow for physical distancing and other mitigation practices to dining, living, teaching, learning, working, gathering and practicing spirituality.
- Our University community has engaged in robust planning for the fall semester and our faculty and staff are at the ready to respond to changing conditions, continuing to deliver high quality instruction, advising, student life and support services.

Because the University educational experience extends beyond the campus, with students and other community members living, studying, dining and commuting in the surrounding community, Saint Joseph's strongly encourages all community members to extend all face covering, physical distancing and other hygiene practices as much as possible to areas outside of campus.

SCOPE

This guide provides a general health and safety plan for returning to campus. More comprehensive procedures are being developed for the following areas and will be communicated to applicable employees and students:

- Physical and Mental Health
- Residence Life
- Human Resources
- Classroom and Laboratory Environments
- Student Dining
- Transportation
- [Athletics and Recreation](#)

In addition to University-wide plans, all departments and divisions created plans specific to their work areas and communicated these plans to employees. Plans address the following, as applicable to each work area.

- Staggered work shifts and lunch breaks
- Telework
- Distancing and shared spaces
- Traffic flow
- Signage

EXPERT GUIDANCE

Saint Joseph's plan is and will continue to be informed by the latest scientific evidence and guidance from government and higher education industry resources including:

- [The Centers for Disease Control and Prevention](#)
- Pennsylvania Departments of Education and Health
- Montgomery and Philadelphia Counties Public Health Departments
- NCAA and A-10 Conference
- American College Health Association
- Association of Independent Colleges and Universities of Pennsylvania

RETURN-TO-WORK SCHEDULE

The University will provide general guidance to departments and offices regarding the return to work, including necessary signage and physical environment modifications. **However, each area vice president or dean will customize this general guidance for their individual unit areas.**

As a general guide, the rest of the University is returning to work following this schedule:

Phase I: Early June

Expanded essential personnel in Facilities and Information Technology returned to campus to begin readying Hawk Hill for summer and fall instruction.

Phase II: June 29

Virtual Instruction continued for the majority of summer courses.

A limited number of courses offered in-person instruction.

Additional personnel returned to campus including:

- Additional Housekeeping
- Dining Services
- Provost's Office

Phase III: The week of July 20

Public and student-facing departments returned to campus including:

- Additional Student Life staff
- Campus Ministry
- Admissions
- Library
- Registrar
- Student Accounts
- Human Resources
- Kinney Center for Autism Education and Support
- Academic Dean Offices
- Athletics

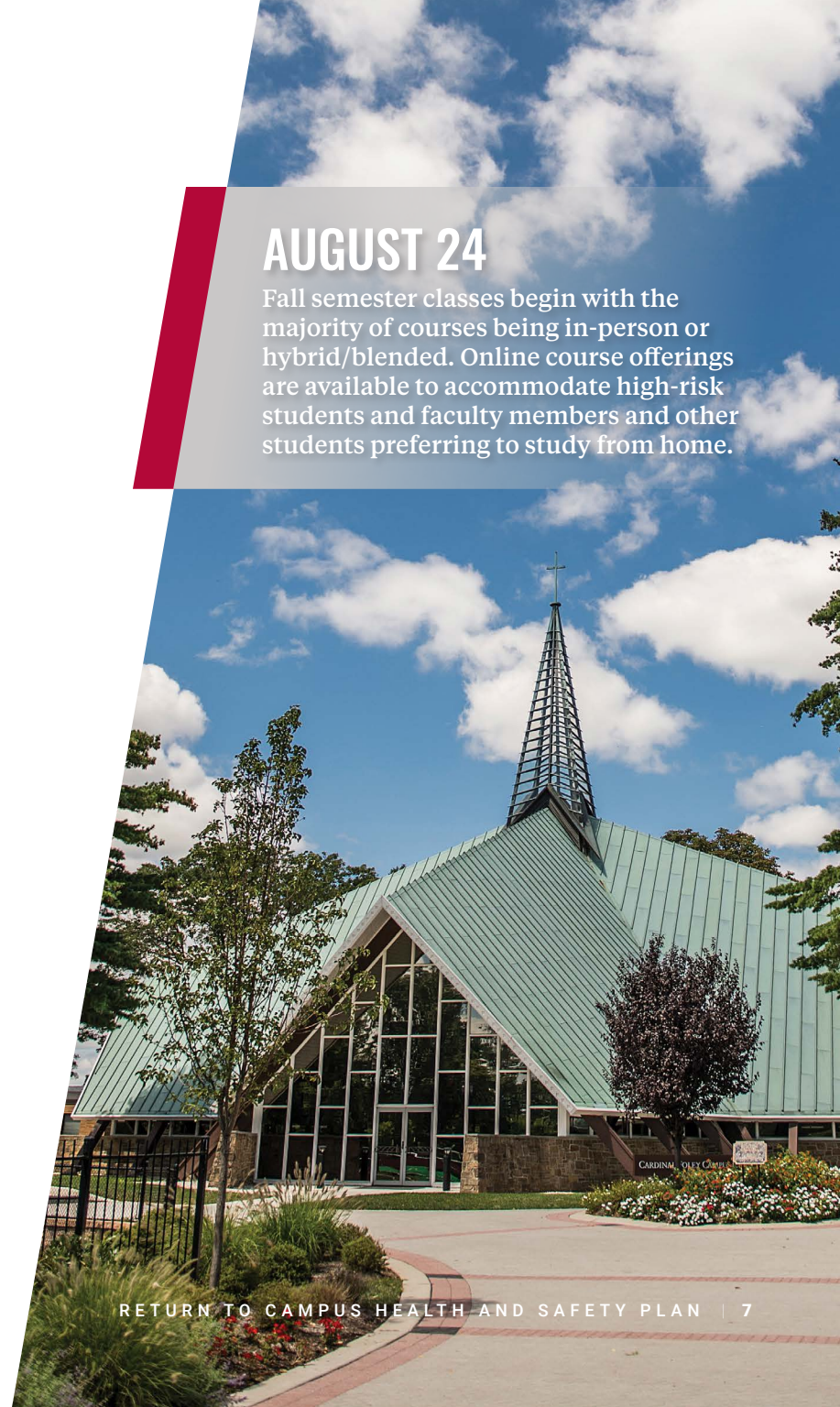
Phase IV: The week of August 10

Remaining departments return to campus including:

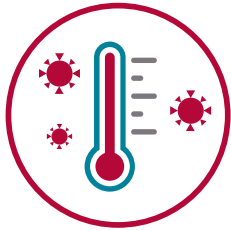
- Faculty and Academic Departmental Offices
- Office of Marketing and Communications
- Advancement
- Government Relations
- Office of Financial Affairs
- All other administrative offices and services

AUGUST 24

Fall semester classes begin with the majority of courses being in-person or hybrid/blended. Online course offerings are available to accommodate high-risk students and faculty members and other students preferring to study from home.



OUR PLAN



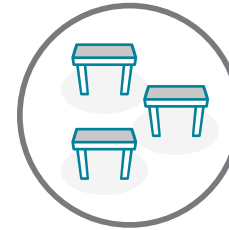
Health Monitoring



Face Covering



Physical Distancing



Reconfigured Space



Handwashing
and Hygiene



Testing, Isolation &
Quarantine



Educational
Excellence



Jesuit Values



HEALTH MONITORING

- Employees and students should be vigilant in monitoring their health and those within their household (e.g., roommates, family members, visitors and guests).

- + All faculty, students and staff reporting to or living on campus will be highly encouraged to monitor their health daily and will be instructed not to report to work or class, and to promptly leave work or class, if they do not feel well. Employees and students will have the option to complete a daily self-assessment through the University's safety app SJU Safe. This is a tool available to the community and the University does not receive any data from participation

Coronavirus Symptoms

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- Nausea, vomiting or diarrhea
- Loss of taste or smell that you haven't experienced before

- Employees and students who have a health condition that the [CDC designates as higher-risk](#) for severe illness, should talk to their medical provider about recommended precautions.
 - + Student Accommodations: Students who have a medically documented need to take online classes should [submit this request](#) through the Office of Disability Services for placement into online classes. Some programs may require clinical or other experiences that cannot be completed remotely.
 - + Students who would prefer to take all online courses may [fill out this form](#). Students will work with Advising Centers and advisors to discuss class schedule options.
 - + Employee Accommodations: Faculty and staff can request an [accommodation](#) due to conditions that place them at higher risk. This follows the University's established interactive process. Faculty and staff may also be eligible for other leaves of absence, determined by their individualized needs. Contact the Office of Human Resources for more information.

Stay home if you are sick.

The University community will be provided with an option for daily self-assessment through SJU Safe, the University's safety mobile device app.

[Employee](#) and [student](#) holistic well-being – physical, spiritual, emotional, psychological – is paramount and there are many supports available.

Students

- The University's Preparation Task Force working group on Pedagogy and Standards has recommended additional flexibility related to student attendance and absentee policies for students who may feel ill or who are quarantining due to possible virus exposure.
- The Office of Student Outreach and Support and the Office of Student Success are available to assist students with navigating an extended absence, medical diagnosis or other personal situation that may impact their academics.
- [Counseling and Psychological Services \(CAPS\)](#) enhanced services can be accessed by students through in-person sessions or via telehealth for the Fall 2020 semester.

Employees

- The University's policies regarding leave and absences remain in effect. However, it is the University's intention to be flexible to the extent possible in addressing absence due to illness or virus exposure during the pandemic using existing policies and systems.
 - + ADA Reasonable Accommodation: The Office of Human Resources will engage in an interactive process to determine whether an employee is a qualified individual with a disability for the purposes of providing a reasonable accommodation.

- + Family Medical Leave (FMLA): Employees may be eligible for an unpaid leave of absence of up to 12 weeks under the Family and Medical Leave Act, for reasons including but not limited to care for themselves, care for a spouse, son, daughter or parent with a serious health condition or a chronic condition. In addition, an employee may be eligible for up to 26 weeks of FMLA to care for a covered service member.
- + Personal non-FMLA Leave: Requests for a leave of absence without pay (for reasons other than those covered by the FMLA policy, or unrelated to a medical condition) can be submitted to the department head, and approved by the provost, dean, and/or area vice president. If granted, please contact the Office of Human Resources regarding benefits.
- + Telecommuting: Telecommuting is an arrangement that allows employees to work from home or an alternate work site using telecommunications and computer technology. Not all positions are amenable to telecommuting. Permanent and temporary telecommuting arrangements are subject to the approval of the department head, dean and the provost/vice president.
- + Requests for accommodations, leaves of absence and telecommuting arrangements can be submitted for review via the Employee Records system, using your SJU log-in credentials.
- The [Employee Assistance Program](#) remains available for faculty and staff.





FACE COVERING

- A face covering is required...
 - + inside, unless you are in your personal residence hall room or office;
 - + inside while in shared spaces like classrooms, office or academic buildings, hallways and lounges even if six feet of physical distancing can be maintained; and
 - + outside when six feet of physical distancing cannot be maintained.
- If you think you might be closer than six feet, that's too close. Keep your mask on.
- Find light-weight, comfortable masks. Keep enough around that you always have one handy.
- Wash your mask in the regular laundry each day that you use it.
- The latest scientific research shows that bandanas, buffs, gaiters and masks with valves are insufficient to prevent the spread of droplets from a sneeze or cough. These are not permitted on campus.

How to properly wear a mask



Do not wear your mask below your nose



Do not wear your mask below your chin



Make sure your mask can comfortably cover your mouth and nose

- + Face shields are not a substitute for a cloth face covering. However, they may be used with cloth face coverings to provide additional protection for the wearer.
- + Transparent masks will be provided to faculty members who teach students with a documented need to lip read. Due to supply chain issues, transparent mask availability is limited.
- + All community members are expected to follow the [CDC's guidance](#) regarding types of face coverings and how to care for them. The University provided a cloth mask to each faculty, staff member and student prior to the start of the fall semester.
- + Individuals whose work is classified as “high contact” will be provided with face shields that should be used along with cloth face coverings.
- + The University will provide necessary personal protective equipment to those whose duties require it.



PHYSICAL DISTANCING

- Maintain a distance of six feet from others, whenever possible.
- Use stairs, following any traffic flow signs, whenever possible.
- Follow posted signage for guidance on elevators.
- Videoconferencing for meetings, advising and other conversation is highly encouraged, both for public health and business continuity reasons.
- If in-person meetings are required, attendees should maintain six feet of physical distancing and total attendance will be limited to allow sufficient distancing for each attendee.
- When visiting someone's office or residence hall room, stay at the doorway until the occupant can put on their face covering.
- Avoid or delay entering spaces that are already at or near capacity sufficient to allow for distancing.



RECONFIGURED SPACE

Working

- Using University-provided guidance, deans and area vice presidents will be responsible for evaluating work areas and providing for a distance of six feet between individual work areas. If working conditions do not allow six feet of distance, i.e. shared office space, supervisors should evaluate which employees have the most pressing need to be on campus. Others may be able to continue telework using a plan approved by the dean or area vice president.
- Department leaders can alternate on-campus work with telework among employees, as approved by the dean or area vice president.
- Departments are encouraged to stagger work shifts and breaks by 30 minutes to limit the number of people entering or exiting the building at the same time and gathering in shared spaces.
- The University has offered webinars for leaders to discuss preparations and ask questions.

Dining

- The University will de-densify the main Champion Dining Hall by increasing access to meals in satellite locations, through the meal plan structure, and through space planning.
- Mandeville 123 will serve as a satellite dining location and seating will be offered in Doyle South and under the tent on Villiger Lawn.
- Visitors will no longer be permitted in dining areas, and guest passes have been eliminated on all plans to limit community exposure.
- Fall dining plans will conclude at Thanksgiving in alignment with academic calendar modifications. Hawk Cash, Dining Dollars and Add-On Dining Dollars will still be available for those students who remain on campus.
- [SJU Dining Services](#) is offering [Good Uncle](#), a new food delivery app, for

late night and off-peak hours. Additionally, [Home Chef Meal Kits](#) are added to the 25 Block plan. Both efforts will help de-densify dining locations.

- All dining locations have been limited to 25 percent seating capacity.
- Grab-and-go options will be offered at all meals in all locations.
- More specific guidance including cleaning, traffic flow, seating, menus, meal plans and signage has been developed and deployed by the University's dining provider.

Residence Life

- Saint Joseph's will continue to offer students the ability to reside in regular occupancy assignments (doubles, townhouses and various apartment-style living options), in an effort to keep students on campus and near University resources, and prevent displacing students into the neighboring communities.
- The University recognizes that students and families need flexibility:
 - + Returning students wishing to remain in their currently assigned housing location do not need to do anything at this time.
 - + For a variety of reasons, students may no longer wish to live on campus this year and can request to be released from their Housing Agreement for the 2020-2021 academic year. Students who wish to explore this option prior to move in and the release request process should follow this link for more information: [Hawk Hill Ready: 2020-2021 Housing](#).
 - + Additional single rooms have been made available, the majority of which are in first-year residence halls in an effort to de-densify higher density floors with shared bathrooms. Any student can request a single room. Priority for single rooms will go to students with a medically documented or health need. Students may request single rooms by completing the [Single Room Request Form](#).
- [Residence Life](#) will offer guidance for first-year residence halls and select non-first year apartments in order to assist students with room configurations to maximize physical distancing.
- Common spaces, such as building lounges and laundry rooms, will be available for student use with additional occupancy restrictions posted at each location. Due to spacing concerns, some floor lounges and fitness centers may be closed.



RECONFIGURED SPACE

- Elevator usage limits, stairwell directional information and floor spacing guidelines will be posted where applicable.
- Guests will not be permitted in campus housing.
- More than 10 percent of residential rooms are reserved and designated for isolation and quarantine for students who live on campus.
- Residential students are required to wear masks in all residential spaces outside of their individual room, including common spaces and shared bathrooms.
- Professional cleaning, following current CDC recommendations, will occur in lobbies, stairwells, and high-touch surfaces four times daily. Shared, common bathrooms will be cleaned twice daily.

Classrooms

- All classroom spaces have been configured to have at least six feet of distance between all occupants and one of the following criteria: five persons per 1,000 square feet; <25 percent of maximum classroom capacity; or a maximum of 25 students per class. Extra desks and chairs will be removed when possible.
- Students and faculty are asked to take special care when entering and exiting classrooms to maintain six feet of distance.
- Desks and workspaces will be arranged to allow for physical distancing and should not be moved.
- Faculty are required to maintain assigned seating to assist with contact tracing, should the need arise.
- For pedagogical and sound amplification reasons, faculty may opt to use non-medical, three-layer disposable masks and/or face shields, rather than cloth face coverings during instruction. This equipment will be provided by the University.
- Weather permitting, some instruction may take place outside. The University has also constructed an outdoor classroom near Claver House.
- Classrooms will be sanitized by housekeeping twice per day.
- All students and faculty will be asked to clean their classroom work areas upon arrival with supplies provided by the University.

ADDITIONAL MEASURES

Campus Ministry/Mass

- As spirituality is an important part of the Saint Joseph's experience, Campus Ministry is designing both virtual and in-person experiences that adhere to physical distancing and safety protocols.
- Mass will be offered in-person when possible, while maintaining six feet of physical distancing. Attendance capacity will be limited to allow for distancing, and face coverings will be required.

Events

- Virtual events will be encouraged.
- Event participation maximums will follow government guidance. At the time of this plan's publication, guidance includes:
 - + All on-campus events will adhere to the Philadelphia Department of Public Health's limits of 25 persons inside and 50 outside; and require masks and physical distancing.
 - + Signage will be available to remind attendees of mandatory masks.
 - + A staff member will attend each on-campus event to ensure adherence to these protocols.

Traffic Flow

- Certain entrances, stairwells and hallways may be marked "one way" and all community members are expected to comply with posted signage and directions.
- Floors will be marked to show proper physical distancing of six feet in areas where people frequently line up or gather. Community members are expected to cooperate with others to allow everyone to abide by such markings.

Transportation

- The University intends to continue to offer shuttle service to the fullest extent practicable and has developed plans which include reducing vehicle capacities, requiring the wearing of face coverings and scheduling regular cleaning and sanitizing of fleet vehicles.



HANDWASHING AND HYGIENE

- Community members are asked to follow the CDC's recommended hygiene practices at all times to prevent the spread of coronavirus:
 - + Wear a face covering.
 - + [Wash your hands](#) frequently, with soap and water, for at least 20 seconds.
 - + Clean and disinfect frequently touched objects and surfaces.
 - + Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
 - + Do not touch your eyes, nose or mouth.
- Hand sanitizer dispensing locations are being increased across the campus.
- Highly trafficked service counters will be outfitted with plexiglass, and operations should be reconfigured to prevent the spread of infection including use of PPE, frequent disinfecting and limiting physical contact.
- Everyone in the Saint Joseph's community is encouraged to frequently wipe down work surfaces and commonly touched items like phones, door knobs, copiers and elevator buttons. Supplies will be provided by the University. Wipe down surfaces when you arrive at a new work or classroom space.
- Community members should maintain their own personal supply of hygiene and cleaning items.
- For the general public, [CDC recommends](#) wearing gloves when you are cleaning or caring for someone who is sick. In most other situations, like running errands, wearing gloves is not necessary. Instead, practice everyday preventive actions like those above. For when you must wear gloves, be sure to [remove them correctly](#).



TESTING, ISOLATION AND QUARANTINE

Saint Joseph's continues to focus on an in-person start to the Fall 2020 semester, while also providing flexibility for online academics, because we have heard from many students that they prefer the on-campus experience. Public health guidelines and scientific research indicate that testing, isolation and quarantining are important tools to minimize the spread of COVID-19.

The University will continue to consistently revise plans for testing, isolation and quarantine to mitigate and contain the spread of COVID-19, as more is learned and new recommendations are published with frequency.

Testing

As of August 6, the University is currently evaluating an enhanced testing protocol and will distribute information to Saint Joseph's email accounts.

Following [ACHA recommendations](#), [CDC's testing recommendations](#), and other local guidance, the SHC will test symptomatic students and those with possible exposure. As of this plan's publication, current guidelines do not support routine mass or universal testing of asymptomatic individuals. Testing is an important tool, but should never be seen as a replacement for wearing a mask and practicing physical distancing.

Testing

- The community will be provided with a self-assessment through the SJU Safe app as a tool to assist with personal symptom monitoring. This data will not be shared with the University.
- Any student who is experiencing symptoms of COVID-19 is directed to call the Office of Public Safety and Security at 610-660-1111 who will conduct initial screening. If it is an emergency, the student will be transported to a local hospital. All other cases will be followed up by our Student Health Center.
- The Student Health Center will offer telehealth and in-person appointments.
- In collaboration with our contracted healthcare provider, Main Line Health, symptomatic students will be clinically evaluated, and if determined appropriate, tested for COVID-19.
- The University will provide testing at the Student Health Center or Main Line Health Urgent Care for students who have symptoms of COVID-19 and those determined to be close contacts of confirmed COVID-19 cases.

TESTING, ISOLATION AND QUARANTINE

- During off hours, students will be directed to the Main Line Health Urgent Care for testing and transportation will be provided via a qualified contracted third party.
- Employees who experience symptoms should contact their health care provider for testing or guidance. Employees who test positive are asked to self-report their diagnosis to Human Resources through a form available on sju.edu/HawkHillReady.
- The identity of individuals who test positive for coronavirus will be kept private to the extent possible, but contact tracing may necessitate some disclosure.

Contact Tracing

- The University stands ready to work cooperatively with the Philadelphia Department of Public Health and the Montgomery County Office of Public Health (and other relevant entities) to identify, trace, and monitor individuals diagnosed with COVID-19 or those possibly exposed to an individual with COVID-19.
- The University will use the most current guidance from public health officials when evaluating contact. At the time of this plan's publication, the CDC defines a close contact as someone who was within six feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated.
- The University is nearing completion of a contact tracing protocol for all campus community members, and is adopting and implementing a new contact tracing technology solution through Qualtrics.
- Employees will be reassigned and trained as contact tracers.
- Campus community members will be asked to report when they are symptomatic, diagnosed or possibly exposed.
- Students evaluated at the Student Health Center will be placed into the contact tracing system.
- The University will share all information with the appropriate county health agency.

Symptom-Related Isolation and Quarantine

- In non-emergency situations, when residential students report symptoms, they will be directed to self-isolate in our designated isolation spaces with private bath and meal delivery, until their appointment with the Student Health Center.
- Once tested, the student (index case) will continue self-isolating with regular monitoring and 24/7 access to Public Safety & Security for elevated health concerns. Very close contacts, e.g., roommate or intimate partner will be quarantined while awaiting test results of the index person. These very close contacts will be tested on day 7 from exposure to the index person, be monitored regularly, and have 24/7 access to Public Safety & Security for elevated health concerns.

- Residential students will have a space to quarantine on campus and be provided meal delivery options.
- If the index person tests positive, they will remain in isolation for at least 10 days from onset of symptoms and until they are fever free for 24 hours and their symptoms are improving.
- All other close contacts will be quarantined for 14 days from last exposure to the individual diagnosed with COVID, even if the close contact receives a negative test result taken on or after day 7.
- Students may isolate or quarantine at home if they choose and can do so safely for both themselves and family members. Students will not be mandated to isolate or quarantine at home.

Pre-Arrival Quarantine for Undergraduate Students

The University is asking all undergraduate students to observe a 14-day quarantine before arriving on campus whether to live, attend class or access any University service like recreation or the library.

Pre-Arrival Quarantine Instructions

- Students should not travel to any state or territory categorized as “red” or “high risk” by the City of Philadelphia, prior to arriving on campus. Further instructions for students who reside in these states are included below.
- When in quarantine, please follow the [guidance](#) from the Centers for Disease Control and Prevention (CDC). In short, people in quarantine should stay home (or at a quarantine location such as an Airbnb, hotel, etc.), separate themselves from others, monitor their health, and follow directions from their state or local health department.
- If you become ill or symptomatic, contact your health care provider and do not come to campus. Call Public Safety at 610-660-1111 to notify the University.

The difference between isolation and quarantine



Isolation separates sick people with a contagious disease from people who are not sick.



Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Permitted During Pre-Arrival Self-Quarantine

- Self-quarantining with family members in your household.
- Grocery shopping for essential items, with physical distancing and a mask.
- Accessing essential health care, with physical distancing and a mask.
- Traveling with your family unit in a private vehicle to participate in SJU residential drop-and-go prior to on-campus move in with physical distancing and a mask.
- Traveling to campus while taking appropriate precautions including physical distancing and wearing a mask.

Not Permitted During Pre-Arrival Self-Quarantine

- Interactions with non-family unit household members with or without masks.
- Travel to other states or locations for non-essential purposes.
- Attending large gatherings like weddings, house parties, etc.

Quarantine Related to High-Risk States

Recent increases in COVID-19 cases in numerous states across the United States have prompted Philadelphia to issue quarantine recommendations related to travel to and from certain states. Travel recommendations are updated with extreme frequency; visit [Philadelphia's website](#) often.

Through dialogue with the Philadelphia Department of Public Health, The University clarified that students arriving in Philadelphia from high-risk states can comply with this recommendation by:

- Quarantining at home for 14 days prior to arrival on campus and taking precautions during travel to campus; or
- Quarantining in Philadelphia or within another non-high-risk state prior to arrival on campus (i.e. in a hotel, Airbnb, or with friends/family) for the 14 days.
- Quarantine in Philadelphia on arrival (i.e. in a hotel, Airbnb) for 7 days at your cost followed by quarantine on campus for resident students or your apartment for off-campus students for an additional 7 days.

Quarantine for International Travelers

The CDC requires international travelers to self-quarantine for 14 days after arriving in the United States. For residential students, this may be done on campus. For those living off campus, this may be done in your apartment.

If you have not already done so, please contact Meryl Halpern, director of the Office of International Students and Scholars, at internationalstudents@sju.edu to convey your international travel and quarantine plans.

Quarantine Information for Employees

Faculty and staff planning or required to be on campus should not travel to any state or territory categorized as “[red](#)” or “[high risk](#)” by the City of Philadelphia, if it can be avoided.

If you are returning from international travel or a high-risk state, you can comply with the Philadelphia Department of Public Health guidance by [self-quarantining for 14 days](#) prior to your return to campus and disclosing your recent travel via the [online form](#).

If self-quarantine is not practical, employees should adhere to the following instructions for 14 days after returning to the area, or continuously for those commuting from a high-risk state:

- Wear a mask at all times and maintain six feet of physical distance in the workplace or near other non-household members, and
- Closely self-monitor for the development of new onset of cough, fever or other COVID-19 symptoms; if these symptoms occur, employees should contact their personal health care provider, and [report their change in status](#) to the Office of Human Resources.

Where possible, faculty and staff can continue telework through the 14-day quarantine.

Travel recommendations are updated with extreme frequency. Please see the [Philadelphia Department of Public Health website](#) for ongoing updates including a list of red states.







EDUCATIONAL EXCELLENCE

Academic Changes

Over the summer, faculty members have been enhancing courses, embracing new teaching methodologies, and preparing for a return to campus. Saint Joseph's has invested in faculty development and in the technology needed to support these efforts. These investments will allow the University to quickly change pedagogical practices to adjust to changing transmission levels and possible community spread.

Academic Calendar Modifications

Saint Joseph's will begin courses on-ground on the scheduled date of Monday, August 24, modify the calendar to eliminate fall break, and move to virtual instruction after Thanksgiving.

Instead of fall break, two reading days will be added — one placed approximately four weeks into the semester and the other placed approximately eight weeks into the semester. These times were chosen to give measured breaks knowing that many exams and papers will be spread throughout the semester rather than concentrated on a more traditional midterm format.

After Thanksgiving, there will be one week of virtual instruction and one week of final exams or student presentations/projects. The semester will now end on Saturday, December 12.

We plan to keep residence halls open and provide other campus services through December 12, but if you travel home for Thanksgiving, we ask that you remain home for the duration of the semester and return for the spring semester in January.

Academic Formats

To accommodate physical distancing, many courses will be modified to include face-to-face and either synchronous or asynchronous learning methodologies. A number of courses will be offered fully online to enable students with a condition that places them at greater risk to continue their education or to provide accommodations to high-risk faculty members. Each course will be clearly identified by its modality, giving students full information and choice as to course selection.

Experiential Learning

High-impact learning opportunities are a hallmark of an SJU education. Many employers are reinstating internships and cooperative education experiences. Educational partners are exploring creative ways for student-teachers to gain valuable observation hours and student-teaching opportunities.

Internally, we are exploring structured ways for our students to connect with others in need, either in person or virtually, to enhance their understanding of the deep impacts of the pandemic and how it has disproportionate impacts on different populations.

Academic Support

All academic support areas have plans for delivering their services face-to-face, in a blended format, or fully virtually.



JESUIT VALUES

iCARE Pledge

Each of us plays a critical role in helping our whole community reduce the risk of COVID-19 exposure and infection. The risk of exposure and infection, however, can't be completely eliminated due to the contagious nature of COVID-19, and certain factors can increase the risk of severe infection. Each of us will therefore accept the responsibility to stay informed about the risks and to take the measures necessary to protect our own health as well as the health of others.

As a community that stands with and for others, all are required to take the iCARE pledge and:

invite all to demonstrate character and caring in the Ignatian tradition of *cura personalis*.

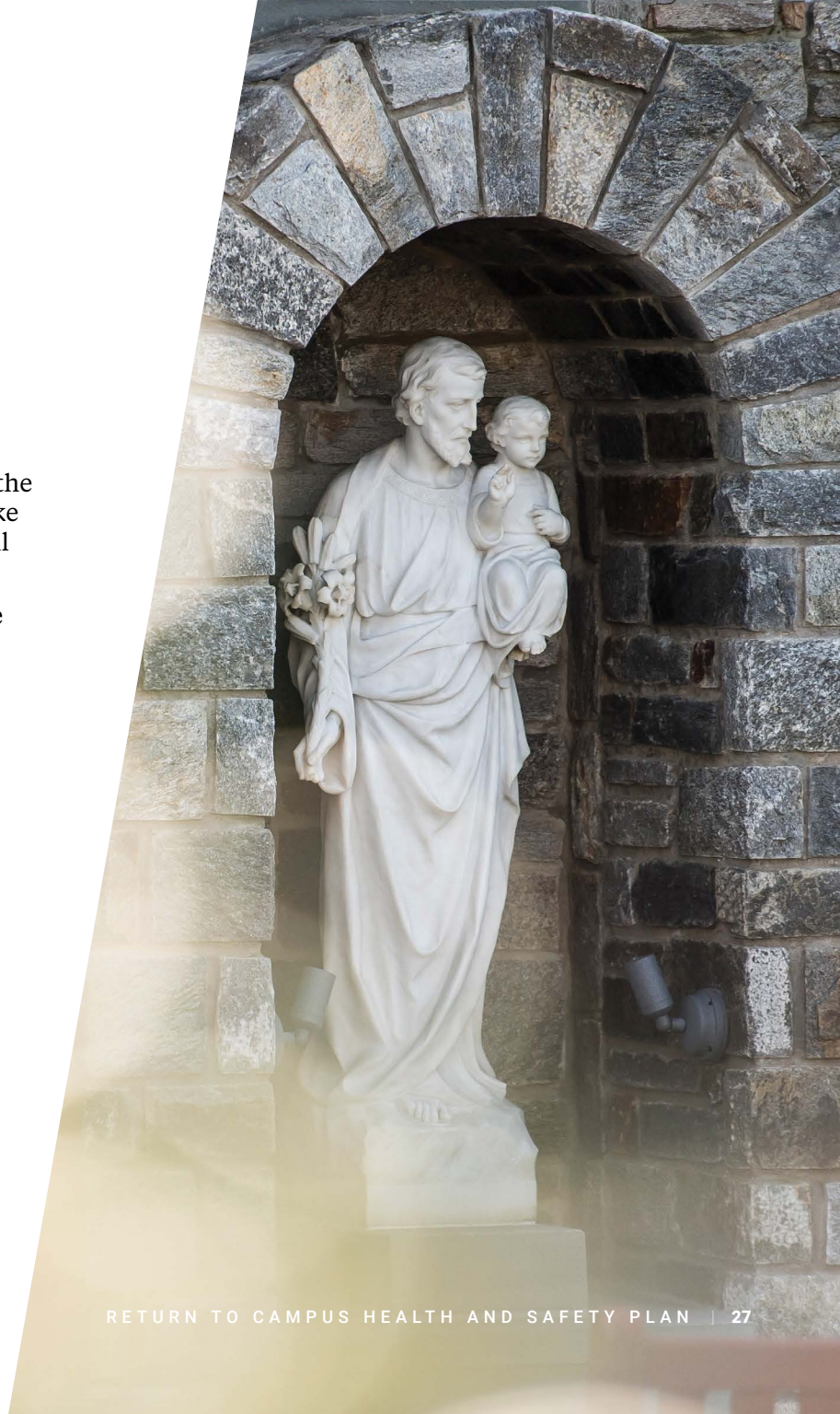
Clean and disinfect my hands, work area and living spaces frequently.

Accept the responsibility to social distance on and off campus.

Remind myself and others to mask-up for the protection of our community.

Expect my Saint Joseph's community to do the same for me.

Please note if you refuse to or repeatedly disregard these simple actions to protect our community, you will be barred from the physical campus and/or face other disciplinary sanctions including suspension.



Stigma and Non-Discrimination

We lend our sincere support to all of our community members who have been impacted by COVID-19 and the continued health crisis. We extend our care and concern for all members of the SJU community experiencing distress while we all navigate these challenging times together.

As a community, Saint Joseph's University is committed to being a diverse and inclusive community that supports all members. As a community, we must not allow fear or our shared concerns to threaten our commitment to embracing diversity on our campus. Bias-based conduct, targeting people based on perceptions about identity or beliefs creates barriers to inclusion, access and trust. It affects not only the targeted individual or group, but adversely affects our entire University community. Biased behaviors, stereotyping and discrimination are not tolerated at Saint Joseph's University. As a Jesuit university, we set a high bar: to educate and care for the whole person, across all diversity and aspects of identity. Anyone who experiences harassment, discrimination or biased-based conduct on campus or virtually in a University-sponsored activity can report it here through the [Bias Activity Review Intake Portal](#).





ADDITIONAL MEASURES

Travel

- Non-essential, University-sponsored travel remains suspended until further notice. Area vice presidents or deans will determine what is considered essential travel.
- All fall study abroad programs are postponed. Contact the Center for International Programs for more information.
- All international travelers, regardless of passport, are asked to observe a 14-day quarantine period prior to returning to campus per CDC guidance.

Cleaning and Disinfection

- No cleaning or disinfecting measures will completely eliminate the risk of COVID-19 exposure or infection, but University providers and community members can work together to increase cleaning and disinfecting of work and living spaces.
- Cleaning and disinfection has been prioritized based on risk of transmission and guided by the latest scientific evidence and recommendations.
- Housekeeping Services will be cleaning and disinfecting certain areas two or more times per day, including high traffic areas such as hallways, stairs, elevators, public restrooms, residence hall bathrooms, classrooms, common areas, dining areas. Surfaces will first be cleaned with a standard cleanser, then disinfected by misting with a virucide and allowed to remain wet for 10 minutes before wiping, or allowed to air dry when possible.

- High-touch surfaces such as door handles, elevator buttons, and stair rails in busy public areas will be cleaned at a higher rate, several times per hour. These areas will be sprayed with a virucide and wiped.
- Housekeeping exclusively uses products that are on the EPA list of approved disinfectants for COVID-19.
- Cleaning and disinfecting procedures follow current CDC guidelines, and are updated according to the latest available public health information.
- Public Safety's Customer Service Center has been designated as the University's supply center for COVID-19 supplies.
- Specialized equipment such as N95 respirators have been assigned to designated employees whose occupations may require close contact with individuals who become ill. Departments coordinate with the Office of Environmental Health and Safety for the required OSHA training, fit-testing, PPE assessments and selection of designated employees.
- The University will follow CDC guidelines and OSHA regulations for cleaning and building closures. The Office of Facilities Management has developed a mitigation plan with three levels of response for the isolation, ventilation and cleaning of an area in the event of a suspected or confirmed case is identified.
- Disinfectant wipes will be provided in classrooms for students and faculty. Students will be asked to wipe their desks upon entering the classroom. Faculty are asked to wipe instructor's equipment, including the lectern, keyboard, mouse and desktop. Housekeeping will be routinely re-stocking classroom disinfectant wipe supplies. In addition, housekeeping will be cleaning and disinfecting classrooms twice daily.
- Housekeeping is cleaning all offices prior to employees returning, and will resume the normal weekly schedule thereafter. Disinfectant wipes will be provided to department offices and all community members are asked to wipe their individual work surfaces once daily.
- Public health and scientific guidance emphasizes that hand washing is a primary means of infection control. Hand sanitizers are not intended to be used as a substitute for hand washing, but to supplement hand washing, or when washing facilities are not readily available.
- Additional hand sanitizer dispenser stations are being installed throughout the campus at entrances, lobby areas and common areas. Individual hand sanitizer bottles are available to employees for use in shared department offices, work areas and university vehicles.

Ventilation:

- Increased ventilation will not eliminate the risk of COVID-19 exposure or infection, but will be used with other measures to help reduce the risk.
- Weather permitting, some events, gatherings and classes will be held outdoors.
- The University operates and maintains air handling systems according to ASHRAE standards to optimize climate control, energy efficiency and indoor air quality with the proper amount of outside air and room air changes.
 - + In line with public health guidelines, the circulation of outside air is increased whenever possible by opening windows in buildings with or without centralized systems.
 - + Facilities improved ventilation in accordance with CDC guidelines, ASHRAE standards, and industry best practices where practicable. There are many different types of ventilation systems in use, and different approaches are needed to optimize system performance.
 - + Facilities maximized airflow in all buildings by increasing the ventilation rate and mixing as much outside air as possible and as weather conditions permit.
 - + Mechanical ventilation systems will use improved filtration wherever possible.
 - + In buildings that do not have re-circulating air systems, natural ventilation like opening windows, where it is possible and safe to do so, can be done to increase outdoor air dilution, weather permitting. Opening windows for long periods of time can have a negative impact on comfort and the effective operation of systems in buildings with centralized mechanical ventilation systems when the weather is very hot and humid, or in extreme cold.
- For suspected or confirmed cases, ventilation is considered a critical component in mitigating exposure, and the Office of Facilities Management will implement plans to increase ventilation in buildings as needed. Community members are expected to cooperate with any configuration or other changes needed to increase ventilation.

Visitors

- As noted above, guests/visitors are prohibited from visiting campus housing and dining facilities.
- Outside visitors should be limited to essential business operations whenever possible.





UPDATES AND COMMUNICATION

Guidelines change frequently as more is learned about coronavirus and conditions evolve quickly. Therefore, the University's approach will need to adapt to those changes. All aspects of this plan, including but not limited to the return-to-work and semester schedule, all class, residence and dining arrangements, are subject to change by the University.

Community members will be kept informed through [sju.edu/HawkHillReady](https://www.sju.edu/HawkHillReady), which serves as the primary source of information. In addition, faculty, students and staff will receive regular updates through the start of fall semester classes. During the semester, faculty and staff will receive "Hawk Hill This Week," a weekly e-newsletter, and students will receive "Hawk Hill Happenings."

If immediate communication becomes necessary, the University will use the SJU Safe mobile application and emergency notification system. Additionally, the University has launched a communications campaign and posted signage to inform and remind the community of best practices and expectations.

QUESTIONS AND RESOURCES

Community members may have questions based on their unique circumstances. After reviewing this guide, please consult the following resources to address specific questions.

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FACULTY AND STAFF

- [Instructional Continuity](#)
- [Frequently Asked Questions](#)
- Supervisors, deans and area vice presidents
- [Human Resources](#)

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STUDENTS

- [Frequently Asked Questions](#)
- [Student Support](#)
- [Contact Us](#)
- [For student-athletes, the SJU Athletics COVID-19 Health and Safety Plan](#)

 [sju.edu/HawkHillReady](https://www.sju.edu/HawkHillReady)